

GENERAL INFORMATION

REGISTRATION

Please use the registration form to pre-register. The form can be duplicated for more than one registration. Payment must be submitted with the application form. No telephone registrations will be accepted. Early registration is advisable. The University reserves the right to cancel any course if there are insufficient enrollments. Questions can be directed to 732/932/3640, ext. 627.

Upon receipt of your completed application form, and check or voucher, a class space will be reserved for you. No confirmation will be sent. Classes are limited to 30 students.

WITHDRAWAL POLICY

The full program fee will be returned to any student who provides a written notice of withdrawal prior to the start of the first class. A written notice can be faxed to 732/932/3586 or mailed to:

NJ County Election Officials Program

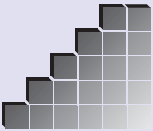
Center for Government Services
Rutgers, The State University
of New Jersey
33 Livingston Avenue, Suite 200
New Brunswick, NJ 08901-1979

COOPERATING AGENCIES

New Jersey Department of
Law and Public Safety

New Jersey Association of Election Officials

Center for Government Services
Rutgers, The State University of New Jersey



Center for
Government
Services

New!

COUNTY ELECTION OFFICIALS TRAINING PROGRAM

[http://
www.policy.rutgers.edu/cgs](http://www.policy.rutgers.edu/cgs)
www.njaeo.org
www.nj.gov/oag/elections/vote_id_req.html

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

COUNTY ELECTION OFFICIALS TRAINING PROGRAM

This series of continuing education courses is designed to train county election officials including board of election members, superintendents of elections, and related personnel in the duties and responsibilities of their office in an effort to comply with the federal requirement for training in the Help America Vote Act (HAVA). The instructional staff is composed of persons who are experienced members of the field and/or have experience in state, county, and local government.

Note: Introduction to Basic County Elections Administration must be successfully completed before registering for Voting Devices and Advanced County Elections Procedures.

Certificates are awarded for the satisfactory completion of each program which is defined as attendance at 80 percent of the class hours, a passing grade of 80, and full payment of all fees.

DIRECTIONS

New Brunswick, Bloustein School:

From the New Jersey Turnpike: Exit 9 to Route 18 North–New Brunswick. Route 18 North to New Street exit. New Street to Livingston Avenue (the third light). The Civic Square Building is located at the corner of Livingston Avenue and New Street.

From the Garden State Parkway: From the North take the Parkway South to the New Jersey Turnpike South (Exit 129). Take Turnpike Exit 9 to Route 18 North - New Brunswick. Route 18 North to New Street exit. New Street to Livingston Avenue (the third light). The Civic Square Building is located at the corner of Livingston Avenue and New Street.

From the South: Take the Parkway North to Exit 105. Follow signs to Route 18 North. Route 18 North to New Street exit. New Street to Livingston Avenue (the third light). The Civic Square Building is located at the corner of Livingston Avenue and New Street.

From Route 1: Turn at Route 18 North–New Brunswick. Route 18 North to New Street exit. New Street to Livingston Avenue (the third light). The Civic Square Building is located at the corner of Livingston Avenue and New Street.

From Route 287: Bound Brook/Highland Park exit (Exit 9). Follow River Road toward Highland Park to Route 18 (John

Lynch Bridge). Bear right onto bridge. Take George Street exit and follow George Street east to Livingston Avenue. Turn right at the fountain onto Livingston Avenue. At traffic light, make a right onto New Street.

By train: Take the train to New Brunswick station. Exit station onto Albany Street. Walk North on Albany to George Street. Turn right onto George Street to Livingston Avenue. Turn right at the fountain onto Livingston Avenue. The Bloustein School is on the corner of New and Livingston.

Parking is available in the underground garage. Take New Street to the first right, Kirkpatrick Street. The garage entrance is on the right. When entering the underground parking garage, give your name, and/or, name of the meeting you are attending to the guard. Take the elevator or the stairs to Level I. Exit the building and re-enter through the front door. Ask the security guard to direct you to the appropriate room.

Hammonton, Ramada® Inn:

From the North: From New Jersey Turnpike Exit 7, take Route 206 South approximately 30 miles to Route 30. Turn left on Route 30. Ramada is located 1 mile on the right.

From the South: From the Delaware Memorial Bridge, take the exit for Route 40 East, Atlantic City. Take 40 East approximately 20 miles to Route 54 North. Turn left on 54 North and follow for 12 miles to Route 30. Turn right on Route 30. Hotel is 1 mile on the right.

From the East: From Atlantic City, follow Atlantic City Expressway to Exit 28. Take Route 54 North to Route 30. Hotel is 1 mile on the right. Or, from the GSP, take Exit 44. Turn right off the exit and proceed to third light. Turn right on Route 30. Hotel is 1 mile on the left.

From the West: From Philadelphia Walt Whitman Bridge, follow signs to Route 42. Take Route 42 South to the Atlantic City Expressway. Follow Expressway to Exit 28. Take Exit 28 to Route 54 North 3.5 miles to Route 30. Turn right on Route 30. Hotel is 1 mile on the right.

Rutgers-Newark, Paul Robeson Campus Center:

From the Garden State Parkway: Take Exit 145 to Route 280 towards Newark–Harrison. Bear right as you come off the ramp and follow signs for Route 280 East, Newark–Harrison. Once on Route 280 stay in right-hand lane. Follow signs for Harrison. Continue until King Blvd., Exit 14A. Take exit to bottom of ramp and turn right onto King Blvd. The Robeson Center will be 5 blocks down on the left-hand side. Turn left on Bleeker St. Go one block and turn right onto University. Park in Parking Deck 1, which will be one block down on the left next to the University Police offices in the middle of the block. There is a charge for parking.

From the New Jersey Turnpike: Take Exit 15W to Route 280. Continue past the first Exit 15 (marked Newark–Belleville). Go to the second Exit 15, marked King Blvd. At stop sign turn left onto King Blvd. Continue on King Blvd. four and one-half blocks to campus. See Garden State Parkway above re: parking instructions.

Via Route 280—From the West: See Garden State Parkway above. From the East: See NJ Turnpike above.

BASIC COUNTY ELECTIONS
ADMINISTRATION

24 Hours

This course deals primarily with the election responsibilities that are faced by every county at every election. Specific areas of responsibility covered are: primary responsibilities of election officials in New Jersey, voter registration, write-in candidates, legal notices, absentee and paper ballots, polling places, challengers, training of board workers, election day procedures, electoral integrity and the Open Public Records Act (OPRA). There is a review and an examination. Study materials will be distributed on the first day of class.

VOTING DEVICES

12 Hours

Prerequisite: Basic County Elections Administration

This course covers general principles and the technical aspects of voting machines. The program will be divided into two sections. Section one will be a general session for all attendees. Specific topics to be covered are: Overview of different voting machines, storage, shipping, maintenance, security, etc., machine counting, canvassing, and certification of results. There is a review and an examination. Study materials will be distributed on the first day of class.

Section two will consist of breakout sessions and will deal with the use of specific voting machines. Students will attend breakout sessions depending on the type of voting machine used in their county. There is a review and an examination.

ADVANCED COUNTY ELECTIONS
ADMINISTRATION

12 Hours

Prerequisite: Basic County Elections Administration

This course deals with the less routine election procedures that can occur in any county in any election. Specific areas of responsibility covered are: investigations and report writing, redistricting and mapping, recounts and election contests, finance and billing, other elections, candidate filing and financial disclosure. There is a homework assignment, a review and an examination. Study materials will be distributed on the first day of class.

INSTRUCTORS

Donna Kelly
Senior Deputy Attorney General
New Jersey Department of Law and Public Safety

Joanne S. Armbruster
Superintendent of Elections
Commissioner of Registration
Atlantic County

Robert Giles
Executive Supervisor
County Board of Elections, Ocean County

Maria Havasy
Commissioner
County Board of Elections, Passaic County

Ernest C. Reock, Jr.
Professor Emeritus
Rutgers University

2005 WINTER/SPRING
SCHEDULE

The first scheduled course in the start-up phase of the new County Election Officials Training Program will be Basic County Elections Administration. This four-day course will be offered three times in three different locations. Applicants should register for one of the three sessions—New Brunswick or Hammonton or Newark The four days (24 hours) of each session must be completed in the location selected. It is anticipated that the two remaining courses, Voting Devices and Advanced County Elections Procedures, will be scheduled in Fall 2005.

COURSE FEE: \$419

QUESTIONS?

Call 732.932.3640, ext. 627.

Three sections of the Basic County Elections Administration course sections are scheduled from 9:00 a.m. to 4:00 p.m., as follows:

Course #5106A
New Brunswick

Dates: Fridays, January 7, 14, 21, and 28
Bloustein School of Planning & Public Policy
Rutgers University
33 Livingston Avenue, Room 253 (1/7 & 14), Room 112 (1/21 & 28)

Course #5106B
Hammonton

Dates: Fridays, February 4, 11, 18, and 25
Ramada® Inn
308 White Horse Pike

Course #5106C
Newark

Dates: Fridays, March 4, 11, 18, and April 1
Rutgers University
Paul Robeson Campus Center
350 Dr. Martin Luther King Jr. Blvd.
Room MP232

APPLICATION FORM

2005 WINTER/SPRING

Mail to: NJ County Election Officials Program,Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979, or fax to 732.932.3586.

I wish to register for
[] Course #5106A New Brunswick, Fridays, January 7, 14, 21 and 28
[] Course #5106B Hammonton, Fridays, February 4, 11, 18, and 25
[] Course #5106C Newark, Fridays, March 4, 11, 18, and April 1

Check, voucher or credit card information must accompany registration. Make check or voucher payable to Rutgers, The State University. Application forms submitted without payment cannot be processed. Course Fee: \$419

Method of Payment: [] Check [] Voucher [] Mastercard [] VISA

Credit Card Number _____ Expiration Date _____

Signature _____

Name _____ Social Security No. _____

Home Address _____

Home Phone _____ Business Phone _____ Fax _____

E-mail _____

Name of Employer _____ Position Held _____

Business Address _____